

Memorandum

DATE: July 21, 2009

TO: Mayor and Council

Leadership Team

FROM: Robert L. Olander, City Manager

RE: City Council Work Plan - Quarterly Update – 2nd Quarter 2009

What follows is the second quarter 2009 update of the City Council work plan for 2008-2009.

City Council Goal 1: Develop a Shared Community Vision that Integrates the Environmental Sustainability, Housing and Economic Development Strategies into the Comprehensive Plan and Community Development Initiatives

<u>Conduct Vision and Values Meetings and Workshops for Issues Including Future Growth and Development Policies</u>

Item completed.

Adopt New Vision Statement and "Framework Goals" (Over-arching Goals for the Comprehensive Plan)

The Comprehensive Plan narrative Vision Statement and 15 Framework Goals were presented at a Town Hall Meeting for public review and discussion on March 2. The Planning Commission continued to work on and revise the Vision Statement and Framework Goals during three meetings in March in preparation of the April 13 public hearing on the Commission's draft. Council adopted the Vision Statement and Framework Goals on May 11.

Complete Southeast Area Neighborhoods Plan

The Southeast Area Neighborhood Citizens Advisory Committee met twice monthly throughout the second quarter of 2009. A Council check-in regarding the progress of the committee occurred in early April in preparation for the Open House which occurred in June.

Complete Town Center Plan

Staff began work on the Town Center Plan in the second quarter of 2009 with adoption scheduled for early 2010.

Adopt New Residential Density and Incentive Regulations for RB Zones

On May 12, 2008, the Council adopted interim development regulations for the Regional Business (RB) zone in response to community concerns over the existing Development Code, which did not establish a maximum residential density in the RB zone. A moratorium was established for six months to establish a maximum density of 110 dwelling units per acre while the staff and Planning Commission considered Development Code solutions to address intensive multi-family and commercial development as it transitions to single-family neighborhoods.

Due to additional workload resulting from the Visioning and Values Workshop process, the Planning Commission and staff requested that the City Council adopt two six-month extensions. The most recent extension will expire in mid-November 2009. With the adoption of the Vision and Framework Goals, the Planning Commission began discussing the new permanent regulations in June 2009. Currently, the Commission is scheduled to continue its discussion in August, with a potential public hearing to be scheduled in September.

City Council Goal 2: Implement the Economic Development Strategic Plan

Develop a Comprehensive Small Business Assistance Program

Staff has developed a more "hands-on" Small Business Education Program titled Growing Your Small Business, which focuses on both small business management, financing support, and on educating existing business owners through business education classes. The classes have been conducted by various speakers from the business community. Community Capital Development (CCD) supplied many of the speakers and business information materials. Each class has focused on marketing, business promotions, money management, best business practices, business website construction, and business financing sources.

The three year CCD business assistance contract finished at the close of the second quarter and was not renewed. However this program was replaced with a six month contract with the Shoreline Community College (SCC) Business Accelerator Program which will run through the end of 2009. SCC has created a "Business Boot Camp" program for new and ongoing businesses. This program works in parallel with the City sponsored "Growing Your Small Business" monthly classes.

Work in Partnership to Develop a "Transit-Oriented Development" Plan for the Aurora Park and Ride Lot at N. 192nd Street

Prior to any TOD development at the Park and Ride property being constructed, the property must be transferred to King County from the Washington State Department of Transportation (WSDOT). Discussions between King County and WSDOT have been ongoing, and an appraisal of the property was finally completed in the first quarter of 2009 (\$8.2 million value). City staff and County representatives will be meeting early in the third quarter 2009 to discuss the property transfer from WSDOT and King County. As well, Shoreline staff continues to be in contact with several developers who have a track record of developing transit-oriented development projects to determine what type or scope of project would be feasible on this park and ride site.

<u>Develop a Green Business Certification Process, Including Partnering with the Shoreline</u> Chamber of Commerce

Staff continues to have discussions with the Shoreline Chamber of Commerce regarding promotion of a "Green Business Certification" program for small business. The key to this program is identifying cost savings for businesses that participate in the certification. The city has also recently joined the NW Clean Technology Trade Alliance (CTTA), an organization that promotes environmental manufacturing and energy efficiencies companies. The CTTA is endorsed by enterprise Seattle and Washington State Department of Commerce (formerly CTED).

Work with the Economic Development Advisory Committee (EDAC) to Identify Recommended Priorities

The EDAC continues to discuss the visioning of the economic landscape of Shoreline and ways to attract businesses here. They also continue to evaluate the challenges of commercial and residential development in the City of Shoreline. In addition to discussing strategies of how best to implement specific action items in the Council's Economic Development Strategic Plan, the EDAC recently added 14 new members replacing members who have resigned or were termedout. A new EDAC Chair and Vice Chair will be elected in August of 2009. The EDAC also endorsed the establishment of a Shoreline Business Licensing Program. All members agreed that such a program would help with City marketing, emergency services, business outlook, and would help promote the Shoreline Chamber of Commerce.

City Council Goal 3: Create an "Environmentally Sustainable Community"

Complete the Forest Management Plan, Including Updating the City's Tree Retention Policies and Regulations

Over the course of 2009, staff will continue to work with Seattle Urban Nature (SUN) to study urban forest conditions to determine best way to implement the Vegetation Management Plans for the sites in South Woods, Hamlin, Boeing Creek and Shoreview Park. The Planning and Development Services Department also began reviewing the City's tree retention policies in the Development Code in the second quarter of 2009. Council will be briefed on the progress of the policies in September, and final policies should be completed by the end of the fourth quarter.

Update Stormwater Manual and Low Impact Development Standards

The changes to the Development Code and the new Stormwater Manual are complete.

Develop a Comprehensive Environmental Purchasing Policy

The Green Team drafted an Environmentally Preferred Purchasing policy framework which was adopted by the Leadership Team in April. This policy framework was presented to Council with the Green Team work plan update on June 1, 2009. The Green Team, in consultation with the Finance Department, will begin developing the specific standards and guidelines in July, and each element of the policy will be reviewed and adopted by the Leadership Team as they are ready. The team hopes to finish the policy development by the end of 2010.

Adopt Indicators and Baselines to Measure Progress

The Green Team is continuing to review and develop the data sources, analysis and reporting of the potential indicators. An example analysis of residences within a quarter mile of parks was presented to Council on June 1, 2009. By the fourth quarter of 2009, the goal is to have the

Green Team working with Visible Strategies to set up an online tracking and reporting tool called SEE-IT for the City of Shoreline. Carbon and energy related indicators are being developed as part of the Energy and Climate Change initiatives, and will be incorporated into the online SEE-IT reporting tool once they are available. Tree canopy is being evaluated and an indicator established in conjunction with the update of the tree regulations currently underway. Preliminary analysis indicates that approximately 28% of the City is currently tree canopy.

Create a "Green Team" Staff Structure

This internal, 12 member staff team continues to meet monthly and is proceeding with implementation of their 2009 work plan. This work plan and progress to date was presented to Council on June 1, 2009, and regular updates will continue to be provided as needed. Work continues on the Environmental Purchasing Policy, Sustainability Indicators, integration of environmental sustainability into office policies, procedures and decision-making processes, and an environmental sustainability communications plan.

Explore Energy and Climate Change Initiatives

To build a database of the City's carbon emissions, staff contacted the University of Washington in October 2008 to find a student interested in data entry and climate protection to hire as extra help in the fourth quarter of 2008. Subsequently, the City advertised for a student during the first quarter of 2009. To date, no students have applied who have taken a class in climate protection. Staff will continue to look for additional resources to help with this carbon emission tracking project.

City Council Goal 4: Complete the Projects Approved in the 2006 Parks Bond

Conduct Planning Efforts

- Off-Leash Dog Area Study Group: Complete
- *Trail Corridor Study Group:* City Staff is working with design consultants to prepare designs for soft surface trails within Hamlin Park this year and will begin soft surface trail improvements at Shoreview and Boeing Creek Park in 2010. In addition, a planning process for hard surface trails on surface streets will begin in 2010.

Develop Park Plans/Designs and Construct Projects

- Richmond Beach Saltwater Park Phase I: Complete.
- *Cromwell Park:* Council authorized contract for Cromwell Park construction on June 22, 2009; construction scheduled to begin in August.
- *Hamlin Park:* Construction contract authorization going to City Council on July 13, 2009; construction scheduled to begin in August.
- *Kruckeberg Garden:* Planning for the public involvement for a Master Planning process has begun.
- *Trail Corridors:* The City has begun planning for On-Street Trail Connectors; South Woods Pedestrian Pathway is completed.
- Baseball/Softball field Improvements: The Restroom at Richmond Highlands Improvement Project construction contract authorization going to City Council on August 10, 2009 and will be bid in the third quarter 2009, however, construction will not start until the fourth quarter 2009. Construction on baseball dugout covers will begin this winter.

City Council Goal 5: Construct the Civic Center/City Hall Project

Complete Project Design and Financing

On March 26, 2008, the City signed the Civic Center Project Development Agreement. OPUS Northwest, L.L.C. has signed the development agreement and has secured construction financing.

Complete City Hall, Parking Structure and Site Improvements

The following project construction elements were completed in the second quarter 2009:

- Pouring of the elevated garage deck.
- Installation of all drywall.
- Installation of all IT connections in the Server Room.
- Installation of a Solar Water Heating System.
- Installation of the Elevator System.

Upcoming milestones in the third quarter 2009 include:

- Achieving Building Substantial Completion and receiving a Temporary Certificate of Occupancy (TCO).
- Installation of all selected artwork and completion of the major finish work, including final paint coatings, installation of all building wayfinding signage, completion of the green roof landscaping, plaza, hardscape and plantings, and frontage improvements.
- Transition of city employees to City Hall.
- Abatement and demolition of the City Hall Annex.
- Issuance of bonds to finance City Hall construction.

Strive for LEED Certification

LEED Silver has been attained in the current design, however, all efforts by OPUS and staff continue to reach LEED Gold certification. Seattle City Light (SCL) and King County have been an integral part in helping to achieve LEED Silver by providing grant funding and rebates for energy conservation measures.

City Council Goal 6: Construct the Aurora Improvements From 165th to 205th Streets

Complete Project Design for 165th to 185th

The design consultants submitted the 100% design documents for the N 165th to N 185th Street segment for final review in June 2009, and City staff and the applicable State agencies are reviewing them. Although Right-of-way certification was initially scheduled for April 2009, this aggressive schedule was based on Right-of-way acquisition moving forward without issue or impasse. The most recent estimate for right-of-way certification is July or August 2009. Seattle City Light is the last acquisition, and cannot be certified until the permit is approved by Seattle City Council.

Award Bid for 165th to 185th

Construction bid advertisement is currently scheduled for the middle of the 3rd quarter 2009, with contract bids being evaluated and awarded later in the quarter. Construction is still expected to begin (assuming Right-of-way certification in July or August 2009) in late September or early October of 2009.

Complete 30% Design for 185th to 205th

In the first quarter of 2009, HDR, the City's design consultant, began working on the 30% design for N 185th to N 205th Street segment of the corridor. 30% design is expected to be completed in the 3rd quarter of 2009. The City has funds available to move forward on the 185th to 192nd project, and is hoping to have it out for bid in early summer of 2010.

Seek Funding for Final Mile

Staff received a \$5.5 million dollar grant from the State Transportation Improvement Board (TIB) for the 185th to 192nd Street segment of Aurora, as well as a \$950,000 allocation from the federal government as part of their 2009 budget process. The Aurora 185th to 205th project is recommended to receive \$5.5 million in the Puget Sound Regional Council process for allocation of the bi-annual federal funding process, and is first on two contingency lists for an additional \$2 million. This funding will be available in January, 2010. Additionally, staff continues to look for funding for the final mile of Aurora.

City Council Goal 7: Develop a Fircrest master plan in partnership with the State

Develop Agreement with State

The State Department of Social and Health Services (DSHS) completed its analysis of the Fircrest facilities and concluded that approximately 33 acres of the campus can be considered excess property. DSHS also selected and retained the consulting services of AHBL to assist in the preparation of the master plan.

Develop Draft Master Plan with Community and Stakeholder Participation

DSHS has envisioned that the master planning process will be completed in two phases. The main purpose of Phase I was to define the potential uses of the excess property. During the 2008 legislative session, the Legislature funded DSHS to complete the Fircrest Master Plan using the Recommended Hybrid Option, which provides for a mix of uses including governmental office, mixed-use, public services, open space and mixed income housing as well as the replacement of the "Y" nursing home buildings and adult training building with a new building creating additional excess property while enhancing provision of services. The Legislature further stated that the master plan must not prohibit the potential future development of the public health laboratory.

Review and Adopt Final Plan

Phase II of the master planning process will be the development of DSHS' master plan permit. However, the DSHS project manager informed staff that DSHS will not be applying for a Master Development Plan permit for the Fircrest Campus in 2009. DSHS will continue to work on an internal master plan to present to the State Legislature by December 1, 2010. DSHS may apply in the future for a Master Development Plan permit based on the internal master plan being developed for DSHS.

Consider Public Health Lab Impacts

The City continues to work with the Public Health Lab on the development of its Master Development Plan permit. The Public Health lab recently submitted its Master Development Plan permit application.

City Council Goal 8: Develop a "Healthy City" Strategy to Ensure the Community's Access to Needed Human Services

<u>Update the Human Services Plan and Desired Outcomes</u>

The Human Services Task Force has met three times during the second quarter. During this time a survey of human services providers and 10 key informant interviews were conducted to gain a deeper understanding of agency and service delivery trends effecting Shoreline. An Environmental Scan has been developed which describes the current demographic status of Shoreline and the important trends in population and services that effect service delivery to Shoreline residents.

Update the Youth Policy Plan

Given human and fiscal resource constraints, work on the Youth Policy Plan will follow and build on the update of the broader Human Services Plan and Desired Outcomes. It is anticipated that this work will begin in late 2009.

Work to Increase and Retain Affordable Housing Units

In response to letters sent to owners of HUD financed housing, Community Services staff was contacted by the owners of Westminster Manor. This group is exploring sale of this property. City staff in turn has gotten in touch with the King County Housing Authority and members of the Housing Development Consortium to alert them to this property's availability. Each expressed interest and will take a closer look at the property with the intent of retaining its affordability.

Sponsor a Cultural Diversity Event

In the 2nd Quarter of 2009, the City pursued highlighting its diversity and increasing the visibility of our diverse communities and their contributions to Shoreline through support of the 2009 Shoreline-Lake Forest Park Arts Council Arts Festival, which was held June 27th and 28th. The City and the Arts Council contracted with Charlette Haugen to lead a collaborative art-making project onsite at the Arts Festival, titled "Weaving a Cultural Tapestry." The arts and heritage of local cultural groups was featured in the project, and the theme was interwoven throughout the entire Festival.

City Council Goal 9: Provide enhanced opportunities for effective citizen communication and engagement

Conduct City Council Sponsored Town Hall Meetings

No Town Hall discussions were held in the second quarter of 2009. Staff will continue to look for opportunities to hold Town Hall type discussions with the community.

Upgrade and Redesign the City's Website

This project is complete.

Expand Volunteer Opportunities Such as Adopt-A-Road/Park/Trail and "Ivy-Out" Programs Ongoing volunteer opportunities in city parks include monthly work parties at South Woods and Kruckeberg Botanic Garden. The second quarter also included Earth Day work parties at three city parks and one elementary school.

Also in the second quarter, local churches, PTAs, neighborhoods and Shoreline School District held work parties at all local schools for Embrace Shoreline Schools Day on May 16 with a turnout of over 450 volunteers. The City supported the efforts by participating on the planning committee, providing outreach to neighborhood associations and providing posters and publicity.

City staff also provides publicity and networking support for volunteer efforts sponsored by community groups on public property and opportunities in City operations. For example, in the second quarter, one civic group, one private school, one business and several dozen high school students scheduled cleanups at South Woods. Publicity for public work parties includes listings on volunteermatch.org, as well as ongoing publicity through the City's website, Channel 21 and high school community service listings.

Additionally, the Customer Response Team (CRT) assumed management of the existing Adopt-A-Road Program (prior to April 2009 the Adopt-A-Road program was administered by Public Works Department). CRT contacted the inactive groups to update their status, and all but one agreed to continue. There are a total of 23 participating groups in the program including one new group this quarter. Since April, there have been eight Adopt-a-Road cleanup events.

Create a Database of City Volunteers

The database of city volunteers was updated for the annual Volunteer Breakfast in April 2009.

Work in Partnership with Nonprofits to Create an Online Community Bulletin Board
Staff began researching various online community bulletin board models in the 2nd quarter of 2009, and will begin outreach to community groups in Shoreline to discuss these models going forward.

City Council Goal 10: Provide Safe, Efficient, and Effective Infrastructure to Support Our Land Use, Transportation and Surface Water Plans

Develop Citywide Trail and Bicycle Connection Plan

Work on development of a Bicycle and Pedestrian Plan has begun as part of the Transportation Master Plan update. Staff will be preparing this plan and it is anticipated to be an early phase product in this update. A public open house for the Bicycle and Pedestrian Plan and Transit Plan is scheduled for July 8, 2009. Staff is also preparing a "sharrows" (bicycle marking) demonstration project on portions of 155th, 185th, and 10th Avenue NE.

Expand Local Transit Service

Development of a Transit Plan will also be part of the Transportation Master Plan update. The Transit Plan will be prepared by staff and is anticipated to be an early phase product in this update. A public open house for the Bicycle and Pedestrian Plan and Transit Plan is scheduled for July 8, 2009.

The Regional Transit Committee (RTC) and Metro staff continue to discuss ways to address the funding shortfalls anticipated for the next few years for Metro Transit. Service cuts continue to be the proposed mechanism for balancing this shortfall. The RTC also has not made a decision about how to restore service hours at such time as their revenues increase. The City has sent a comment letter to the King County Council and the County Executive outlining our position on this matter.

<u>Update the Transportation Master Plan</u>

Council authorized the City Manager to execute a contract with DKS Associates for traffic modeling and update of the City's concurrency standards in association with the Transportation Master Plan update on June 22. Staff will undertake the remaining tasks within the update including development of the Bicycle and Pedestrian Plan and Transit Plan. The update of the Transportation Master Plan is expected to be a 12-18 month process. As noted above, development of the Bicycle and Pedestrian Plan and Transit Plan are anticipated to be early phase products. Ideally, the Transportation Master Plan update will coincide with the Comprehensive Plan update, currently scheduled for 2010/2011.

Implement a Green Street Demonstration Project

The Public Works Department has selected 17th Avenue NE between 145th and 150th Street as the Green Street Demonstration project area. Staff and the project consultant (SVR) held the third meeting with neighbors to review the 50% plans on June 24, 2009. Staff continues to refine the design, and will meet with a few property owners to show them adjustments based on their comments. The goal is to have the project out to bid in September. In addition to the design and capital improvements, staff has prepared a draft community program to help the residents along the street reduce their negative impact on the environment. Staff is also finishing up a grant to replace the current street lights on 17th Avenue NE and on NE 150th Street with LED technology.

<u>Provide Leadership and Advocacy at the Regional Level for Sustainable Land Use,</u> Transportation and Basin Plans

Staff continues to attend regional forums and regional planning processes related to sustainable land use, transportation and regional basin plans, such as the King County Flood Control Zone District, PSRC/RPEC, and King County PEC. Staff is working with King County, Metro, and Community Transit on developing a transit oriented development project at the 192nd Park and Ride. Staff has also prepared and submitted comments on the Destination 2040 Regional Transportation Plan DEIS.